



Loudoun County, Virginia

Division of Procurement
1 Harrison St, SE 4th Floor MSC 41C
Leesburg, Virginia 20175

December 23, 2020

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 348783

The following changes and/or additions shall be made to the original Request for Proposal No. 348783, Task Order Development Traffic Analysis Services. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. The purpose of this addendum is to respond to questions received.

Prepared by: Nebila Kurtu/s/ Date: 12/23/2020
Contracting Officer

Acknowledged by: _____ Date: _____

Questions and Answers

Q1: Section 4.0 specifies the minimum requirements. Subsections 4.2, 4.4, and 4.5 specify the minimum requirements for Project Manager(s), Lead Designer(s), and Lead Planner(s) – all allowing the plural of those. Subsection 4.3 specifies the minimum requirement for the Lead Traffic Engineer (singular). Are we permitted to specify multiple individuals to fill each of these roles or does the County want to see one person only named into those roles?

A1: This was a misspell, it should say Lead Traffic Engineer(s) shall Each Offeror can specify multiple individuals for these roles as deemed appropriate.

Q2: We know the projects must be from the Offeror and not the subconsultants. The PM, Lead Traffic Engineer, Lead Designer and Lead Planner were noted with an “(S)” indicating multiple staff. Do all the staff or all but the PM and Lead Traffic Engineer need to be from the Offeror, or can it be a combination of Offeror and Subs to meet the requirements?

A2: The PM needs to be from the Offeror and not the sub-consultant. For other roles, it can be a combination of Offeror and Subs.

Q3: Item 1 Purpose noted “review of developer submitted traffic reports and studies.” The Scope of Services did not really talk about some of the traditional areas included in developer reviews. Are full developer study reviews to be part of the services or just their traffic control warrant studies?

A3: As it is described in Sections 5.1 and 5.4.

Q4: Page 16 of RFQ, Section 7.1, C, are “wet ink” signatures required or can the Offeror use digital or scanned signatures with the electronic submission?

A4: Each offeror shall submit one (1) original (electronic signatures are acceptable) and (1) electronic copy in a single searchable PDF file on a USB flash drive, of their proposal to the County's Division of Procurement as indicated on the cover sheet of this RFP

Q5: Page 4, Section 4.2, provides minimum qualifications for the role Lead Traffic Engineer, implying one singular Lead Traffic Engineer is to be assigned. Page 13, Section 6.3, Tab F, Item 3b requests resumes for multiple Lead Traffic Engineers (plural). Is the intent to designate one representative Lead Traffic Engineer for which more detailed qualifications are requested for this contract or to identify all those Key Staff proposed who are proposed as Lead Traffic Engineers?

A5: This was a misspell, it should say Lead Traffic Engineer(s) shall Each Offeror can specify multiple individuals for these roles as deemed appropriate.

Q6: Page 4, Section 4.1, last paragraph, indicates qualifying projects must be contracted to or have been completed by the Offeror, not by their sub-consultants. We would like to clarify the intention of the “sub-consultant” statement, as to whether it applies to projects performed by subconsultants on this procurement or previous projects where one of the Offerors was a prime and their subconsultant led the project work. We understand the intent to say the

latter is not permitted. Therefore, if an Offeror includes two traffic engineering firms, both of whom are proposed to lead, sign, and seal traffic engineering studies under this contract, may projects be submitted that were led as a prime by each firm (still maintaining a combined total of four)?

A6: Based on Section 4.1, the qualifying projects must be contracted to or have been completed by the Offeror, not by their sub-consultants.

Q7: Would Loudoun County accept project examples in the RFQ submission that are not reviewed by VDOT but otherwise meet the requirements of the RFQ?

A7: No. Per Section 4.1 "Offerors must provide at least four (4) projects that have been successfully completed within five (5) years of the date of this RFP for which the recommended improvements were vetted and approved by VDOT.

Q8: Would Loudoun County accept project examples in the RFQ submission that are outside of the local jurisdiction? For example, are we able to submit projects from local jurisdictions (VA, MD, or DC) or other State DOTs provided the project examples meet the requirements of the RFQ?

A8: The County will not accept project examples in the RFQ submission that are outside the local jurisdiction. Per Section 4.1 "Offerors must demonstrate extensive consulting experience for local municipalities in the Commonwealth of Virginia in preparing warrant studies, evaluating, and analyzing operational and safety components of transportation networks under both existing and future conditions, and proposing innovative, viable improvements and having extensive working experience with VDOT.

Q9: On pgs. 4-5, the RFQ lists 4 resume categories, Project Manager, Lead Traffic Engineer, Lead Designer, Lead Planner. Project Manager and Lead Traffic Engineer are singular when referenced here but the Lead Designer and Lead Planner are plural. Are we required to submit 1 resume each for Project Manager and Traffic Engineer and multiple resumes for Lead Designer and Lead Planner, if needed? Also, are we allowed to submit additional resume categories to fulfill the requirements of the RFP?

A9: Singular Lead Traffic Engineer was a misspell, it should say Lead Traffic Engineer(s) shall Each Offeror can specify multiple individuals for Lead Traffic Engineer, Lead Designer and Lead Planner, as deemed appropriate. Yes, the Offeror can submit additional resume categories to fulfill the requirements of the RFP.

End of Questions & Answers